

# THE WATER CONSERVATION GARDEN

## Job Description

### POSITION

Facilities Assistant

### CLASSIFICATION

Part-time, hourly (approximately 20 hrs/week); non-exempt  
\$16.50-\$18.50/hour, BOE

### SUMMARY

The Facilities Assistant will perform a wide variety of manual or semi-skilled duties related to Garden operations and events. This entry-level position is predominately scheduled for weekend shifts but requires some weekdays, evening, and holiday shifts. The Facilities Assistant will work both supervised and independently.

### DUTIES & RESPONSIBILITIES

- Facilities maintenance tasks that may include light construction, exhibit installation and repair, painting, woodworking, small power tools, etc.
- Landscape maintenance projects may include but not limited to; pruning, hand-watering plants, clipping and debris clean-up, and assist with other miscellaneous projects
- Events set-up, breakdown, and oversight such as weddings, meetings and special events
- Cleaning and maintaining rest rooms facilities, garden structures, and exhibits
- May help lead and supervise volunteers/docent teams in assigned work projects
- Responsible for opening and closing of the Garden facility
- Ability to lead groups on educational tours of The Garden
- Responsible to follow safe work practices
- Other relevant duties as assigned
- Arm and disarm the building

### EDUCATION & EXPERIENCE REQUIRED

Senior high school or GED equivalent required; Preference may be given for additional job-specific education including trade schools and specialty programs. Valid California driver's license or ID required.

### KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Work in cooperative manner with others and contribute to a successful team effort
- Use and properly operate assigned tools and equipment
- Understand and follow oral and written instructions
- Read, write and understand English to follow safety precautions and procedures
- Good personal and customer service skills
- Ability to work independently and collaboratively in a multi-faceted and sometimes, demanding work environment

### KNOWLEDGE, SKILLS & ABILITIES PREFERRED

- First Aid and CPR certification a plus or will be trained once in the position

### WORKING CONDITIONS

Work to be performed mostly in an outdoor environment. Applicants must be in good physical condition and able to exert physical operations requiring but not limited to sitting, standing, walking, climbing, stooping, kneeling, reaching, handling, and hearing; lifting and carrying of tools and equipment weighing up to 50 lbs. Workplace is non-smoking and drug-free. Weekend and evening hours required.

### REPORTS TO

Facilities Manager

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**ABOUT THE WATER CONSERVATION GARDEN**

The Water Conservation Garden, a nonprofit organization founded in 1999, is a 5-acre public garden whose mission is “promoting water conservation in the southern California landscape through excellent programs and exhibits that educate and inspire the public.” The Garden serves over 50,000 visitors annually and offers educational tools via 16 display gardens and a full program of tours, classes, and events for children, adults, families, and landscape professionals, both on-and off- site. In 2007, the Garden won the Rain Bird Corporation’s international award for leadership in water conservation; in 2009, *Sunset Magazine* listed the Garden as one of the “Top Ten Western Gardens.”

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**EMPLOYMENT AT THE WATER CONSERVATION GARDEN**

It is the policy of Water Conservation Garden to provide equal employment opportunities to all qualified persons without regard to race, creed, religion, sex, sexual orientation, age, national origin, physical or mental disabilities, marital status, veteran status, or any other status or characteristic protected under federal, state, or local law. The Immigration Reform and Control Act of 1986 requires the Water Conservation Garden to hire only individuals who are eligible to work in the United States. Upon the employee’s reporting for the first day of work, an individual will be expected to present proper documentation establishing employability.

*Last amended: September 2023*